

#### How to initiate faculty data change in HCM: This job aid outlines how to initiate a data change for a faculty employee. **Navigation:** Employee Self Service > My Homepage > ePAF Homepage Information **Screenshots** Menu 👻 Search in Menu Q Those with HR Initiator access can take Employee Self Service this action for employees within their My Homepage Benefit Details Payroll **Talent Profile** security scope. Manager Self Service 윤 🦡 Employee Self Service • (3) • + # Data Changes for faculty employees refer USC Central HR Administrator to position related changes that generally Last Pay Date 03/15/2022 do not impact compensation or USC Profile ime and Absence classification. • **Supervisor Change** $\bigcirc$ **Internal Title Change** • **Location Change** • **Department Change** • lenu 👻 Search in Menu **Standard Hours and Full/Part Time** My Homepage 🔻 • Change (this may impact compensation) 1 Week 2 Weeks 3 Weeks 4+ Weeks < 1 Week Requesting a faculty data change: In order to request a data change for one of your 2 🛼 ( )PEOPLESOFT faculty employees, take the following steps: +# 1. Click the **Employee Self-Service** drop-down menu button. ID-19 Campus Leave Wor 2. Click the **My Homepage** option in F F F the drop-down. 3. Click the **ePAF Homepage** tile.



On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

The results that appear are referred to as **Search Cards**. Determine the appropriate Search Card by reviewing the EMPL ID (aka USC ID), EMPL record, Department, EMPL Class, and other data presented.

On the appropriate Search Card, click the **Related Actions Menu** button.

University of South Carolina
HCM HR Contact Resources
Job Change eForm: Faculty Data Change

VM Homepage       EPAF         tart a Personnel Action Form       Search for any potter       Welcome to the University of South Carolina's Electronic Person nel Action Form (EPAF) Center. This is where you will manage HR/Payroll actions for employees. To start a new form, enter a name or employee ID in the Search for Person omnibox, and hit the Search button. Use Just Search in to narrow down your search. When you find the right person, click the down arrow, and choose the action you want to take. You'll be guided into the correct form.         Search in Clear       Clear       Update an ePAF eForm lists any ePAF forms waiting for your approval.         Update an ePAF eForm hows you existing forms.       Manage Adjunct Faculty Benefits lists active employees enrolled in State insurance benefits.         Need hold Olick here       Need hold Olick here
tart a Personnel Action Form         Search for Person harry potted         Velcome to the University of South Carolina's Electronic Personnel Action Form (EPAF) Center. This is where you will manage HR/Payroll actions for employees.         To start a new form, enter a name or employee ID in the Search for Person omnibox, and hit the Search button. Use Just Search In to narrow down your search.         When you find the right person, click the down arrow, and choose the action you want to take. You'll be guided into the correct form.         Evaluate an ePAF eForm lists any ePAF forms waiting for your approval.         Update an ePAF eForm hows you existing forms.         Manage Adjunct Faculty Benefits lists active employees enrolled in State insurance benefits.         Need hold Olick here
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Just       To start a new form, enter a name or employee ID in the Search for Person omnibox, and hit the Search button. Use Just Search In to narrow down your search.         Search       Clear         Add a New Person       Clear         Add a New Person       Update an ePAF eForm lets you make changes to a form and resubmit.         View an ePAF eForm lets you existing forms.       Manage Adjunct Faculty Benefits lists active employees enrolled in State insurance benefits.         Nond help Olick here       Nond help Olick here
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Search       Clear         Add a New Person       Evaluate an ePAF eForm lists any ePAF forms waiting for your approval.         Update an ePAF eForm lets you make changes to a form and resubmit.         View an ePAF eForm shows you existing forms.         Manage Adjunct Faculty Benefits lists active employees enrolled in State insurance benefits.         Need help Click here
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Getting Started
Evaluate an EPAF eForm
Update an ePAF eForm
View an ePAF eForm
Manage Adjunct TFAC Benefits

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Just Search In	Harry Potter	Job Code UG	75 Associate Professor	Faculty/Staff Faculty
Search Clear				
	urrent Employee	Empl ID U00	0000111	Business Unit SCCOL USC Columbia
Add a New Person		Empl Record 1		Job Indicator Secondary Job
ct on Personnel Action Form		Department 120	400 U101 AND NATIONAL RESOURCE CTR	Empl Class DLI Internal Dual
	Harry Potter 📀	Job Code UG	70 Instructor	
Getting Started				



The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Job Change eForm** is used to make permanent changes to position and/or base salary. FTE Faculty, Temp Faculty, and nonexempt temporary staff position and salary changes are also initiated directly on the Job Change eForm.

 Position related changes for all employee types with position descriptions (FTE, RGP, and TL Staff; RGP and TL Faculty; and exempt temporary staff) must be initiated in PeopleAdmin. Once approved in PeopleAdmin, the nightly interface feeds these actions into HCM on the Job Change eForm for Central HR to validate and approve.

From the Related Actions Menu, select the **Job Change** option.

# University of South Carolina HCM HR Contact Resources Job Change eForm: Faculty Data Change

K My Homepage		Actions ×	EPAF	
Start a Personnel Action Form	Current Employee	View Personal Data	Empl ID U00000111	Business Unit SCCOL USC Columbia
Person		View Job Data	npl Record 0	Job Indicator Primary Job
harry potter		Separation/Retirement	epartment 150000 DARLA MOORE SCH OF BUSINESS	Empl Class FTE Full Time Equivale
Search In	Harry Potter 🖸		Job Code UG75 Associate Professor	Faculty/Staff Faculty
Search		Leave w/out Pay		
	Current Employee	Paid Leave	Empl ID U00000111	Business Unit SCCOL USC Columbia
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A Getting Started		Additional Assignment		



Completing	the Job	Change	eForm:
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- 1. In the Job Change eForm, first provide an **Effective Date** for the data change.
  - a. Data changes should be effective on the actual date the change is set to occur.
     Since these do not impact compensation, they are not required to occur on payroll effective dates.

Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit. In this scenario we are changing the department number and the business title.

- 2. Click in the **Department** field and update as applicable.
- 3. Click in the **Business Title** field and enter the new title.
- 4. Scroll to the bottom of the page and click the **Next** button.

Other Active Jobs			
	Empl Record ◇ Department ◇	Description $\Diamond$	Standard H
1	1 120400	U101 AND NATIONAL RESOURCE CTR	
Job Position Information			
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	*Job Code UG75 Q Associate Professor	Supervisor ID Q	
*0	Department 150111 Q DMSB Accounting	Reports To Incumbent	
Stand	dard Hours 37.50	Regular/Temporary Regular	
*Full	I/Part Time V	Employee Classification FTE Full Time Equivalent	
*Bus	siness Unit SCCOL Q USC Columbia	*Location Code 234 Q Darla Moore School Of Bus	ness
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Bus	iness Title Assoc Prof/Graduate Dir		
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Search Next Sav	e		



No salary changes are associated with data		
changes, except in the case of a change in	Componentian Information	
full time/part time status and/or hours per		
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week.	Percent Increase or Decrease 0.000000	
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5. Scroll to the bottom of the page	Current Base Pay Funding	
and click the <b>Next</b> button.		1 row
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	Additional Pay	
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	1 0.00 Select Non-Base Funding	+ –
	Previous Next Save	



The Ac	tion Reason grid will appear blank. A	
Row sh	ould be inserted for all data changes	tob change
made.	In this scenario we made two data	
change	S.	Action Reason Grid
6.	Click the Action drop-down menu	
	button and select the Data Change	*Action ◇
	option.	1
		Data Chang Demotion
7.	Click the Reason Code drop-down	File Attac Pay Rate C Promotion
	menu button and select the	Transfer
	appropriate option.	<b></b>

- Optional If you made more than one data change, click the + plus button to add another Action Reason row.
- 9. **Optional** Follow steps 6 and 7 to indicate the other change made.

No attachments are required for these data changes. If you have documentation to provide, click the **Upload** button and follow the on-screen prompts to attach the document from your device.

10. Click the **Submit** button.

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	▶ Comments	
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- The eForm has successfully submitted! Always click the View Approval Route button to see the workflow steps for the action.
- 12. The Approval Route shows the workflow steps for the specific action you submitted. All HR eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and the applicable central HR office.
  - Payroll is not in the workflow for any HR eForm, rather they have view access to all eForms. This workflow step will always say Not Routed.
- 13. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Data Change** request for a faculty employee!

## University of South Carolina HCM HR Contact Resources Job Change eForm: Faculty Data Change

	/ou have succe	ssfully subm	nitted your eFor	m.	Done	
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View Approval Route						
multiple approvers.						
The eForm has been routed to the next approval step.						
You have successfully submitted your eForm.						

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